



# ADULT PROBATION



**Sandi Hoppough,  
Chief Probation  
Officer**

To provide the highest quality services to the courts, community, victims of crimes and adult offenders. This is accomplished by offering accurate and reliable information, promoting public safety through effective community-based supervision and affording offenders a realistic opportunity to initiate positive life changes.



## MAJOR FUNCTIONS

### Probation Services:

Includes standard supervision caseloads that are staffed at a 65:1 probationer to probation officer ratio and intensive probation supervision caseloads are staffed by a team that consists of a probation officer and a surveillance officer for every 25 probationers, or one probation officer and two surveillance officers for every 40 probationers, or one probation officer for every 15 probationers.

Global Positioning Satellite (GPS) and the Work Furlough Program (WF) are jail diversion programs that hold defendants more accountable and may alleviate jail overcrowding. WF enables participants to maintain employment or attend school during the day while returning to custody to spend the night. Approximately 30 trackers monitor the movements of defendants placed on the GPS program; probationers are charged a \$8 fee per day.

Community Restitution involves probationers doing volunteer work on projects in the community.

### Administrative Services:

Provides direction and support services within the department, which includes planning, budget oversight and human resource management.

### Court Services:

Prepares pre-sentence investigations and pretrial reports, completes criminal history inquiries, collects court-ordered fees and provides data entry support.

Pretrial Services: Gathers, verifies and provides information to Judicial Officers to assist in making custody and / or release decisions.

Drug Court: Provides highly structured court intervention, supervision and drug treatment services in an eighteen-month program that requires weekly urinalysis, court appearances, community service, group counseling and payment of fees.

### Treatment Services:

Includes in-house treatment counselors who provide substance abuse group counseling to Drug Court participants and probationers. Sex offender probationers are required to participate in counseling and also submit to polygraph testing. Certified probation and surveillance officers also facilitate in-house cognitive-based groups, such as Moral Recognition Therapy, Social Responsibility Training, and Adult Substance Abuse Cognitive Educational Curriculum.

### Information/Technology Services:

Oversees the State Administrative Office of the Courts (AOC), adult probation information tracking system within the department; responsible for training all employees utilizing this tracking system and insuring quality control; in-house liaison with Court I.T. personnel for all computers within the department.



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## 2013-2018 OBJECTIVES

- CR-** By the end of 2018, increase the percent of staff with access to defendants' court payment information to 100%.
- CR-** By the end of 2018, increase the number of probation staff who are trained facilitators to ten (10).
- CS-** By end of 2018, increase the quality of services to our customers by 5%.
- CR-** By the end of 2018, conduct 100% of probation operations with the appropriate space, equipment, furnishings and parking.
- CHSW-** To upgrade 100% of officer safety equipment available by the end of 2018.
- CHSW-** Increase percentage of defendants who remain in or complete the Drug Court Program to 86% by the end of 2018.
- CHSW-** Increase the percentage of defendants remaining in or completing probation supervision in a problem solving court to 48% by the end of 2018.
- CHSW-** Increase the percentage of Standard and Intensive Probationers who successfully complete probation to 78% and 57%, respectively by the end of 2018.
- CR-** By the end of 2018, increase the percent of staff with equipment, software and programs necessary to distribute court ordered reports in compliance with court standards to 100%.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## 2014 RESULTS

- ✓ 20% of probation staff has access to defendants' court payment information.
- ✓ 12 additional probation staff are trained to facilitate in house cognitive-based treatment programs to defendants.
- ✓ 87% of probationers rate overall probation services received as good or excellent.
- ✓ 20% of probation operations are conducted within appropriate space, equipment, furnishings and parking.
- ✓ 20% of officer safety equipment has been upgraded.
- ✓ 85% of probationers successfully remaining in or completing probation supervision in a problem solving court.
- ✓ 70% of standard probationers are successfully completing probation and 23% of intensive probationers are successfully completing probation.
- ✓ 20% of probation staff has the equipment, software and the programs necessary to distribute court ordered reports.



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## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Adult Probation

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To improve customer satisfaction with the quality of services provided by the Adult Probation Department.					
% of probationers rating overall probation services received as good or excellent.	87%	88%	89%	90%	92%
% of probation operations conducted with appropriate space, equipment, furnishings and parking.	20%	40%	60%	80%	100%
% of officer equipment upgraded.	20%	40%	60%	80%	100%
To improve the efficiency of probation staff collecting defendants' court payments.					
% of probation staff with access to defendants' court payment information.	20%	40%	60%	80%	100%
To improve the efficiency of probation staff's delivery of court ordered reports to relevant parties in compliance to court standards.					
% of probation staff that have the equipment, software and the programs necessary to distribute court ordered reports.	20%	40%	60%	80%	100%
To reduce recidivism by offenders in the criminal justice system.					
% of defendants who remain in or complete the Drug Court Program.	82%	83%	84%	85%	86%
% of probationers successfully remaining in or completing probation supervision in a problem solving court.	85%	42%	44%	46%	48%
% of standard probationers successfully completing probation.	70%	72%	74%	76%	78%
% of intensive probationers successfully completing probation.	23%	51%	53%	55%	57%
# of probation staff trained to facilitate in house cognitive-based treatment programs to defendants.	12	4	6	8	10

## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
Chief & Deputy Probation Officers	2.00	2.00	2.00	2.00
Supervision Services	36.00	37.00	37.00	35.00
Court Services	38.50	39.50	39.30	39.50
Treatment	5.00	5.00	5.00	5.00
Administration	13.45	13.45	13.45	13.25
Information Technology	1.60	1.60	1.60	1.60
<b>Total</b>	<b>96.55</b>	<b>98.55</b>	<b>98.35</b>	<b>96.35</b>

The department is requesting 1 FTE for Mental Health Coordinator. The County Administrator recommends maintaining staffing at current level.



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## 2015 ANNUAL BUDGET

**Revenue:** General Fund support is at the level needed for General Fund expenditures. The net increase in Special Revenue is the result of projected increases in Intensive Probation Service, State Aid Enhancement and Intensive Probation SUPV/JCEF funding and a projected decrease in County Probation Subsidy funding.

**Personnel:** There are no significant changes this fiscal year.

**Supplies and Services:** The net increase is the result of an increase in the Small Tools Less Than \$2,000 line item in the County Probation Subsidy fund. This increase is for replacement computer equipment.

**Capital Outlay:** There is no Capital Outlay budget this fiscal year.

**Transfer Out:** The net reduction is primarily due to the elimination of the transfer out in the County Probation Subsidy fund.

Adult Probation	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
<b>Sources</b>						
General Revenue	\$ 2,295,629	\$ 2,221,201	\$ 2,301,494	\$ 2,271,553	\$ 2,303,635	0.09%
Special Revenue	4,031,762	4,046,663	4,230,804	4,323,559	4,357,426	2.99%
Balance Forward	899,312	922,636	851,544	864,727	572,598	-32.76%
<b>Total Sources</b>	<b>\$ 7,226,703</b>	<b>\$ 7,190,500</b>	<b>\$ 7,383,842</b>	<b>\$ 7,459,839</b>	<b>\$ 7,233,659</b>	<b>-2.03%</b>
<b>Uses</b>						
Personnel	5,692,248	5,795,951	6,263,202	6,208,081	6,279,788	0.26%
Supplies & Services	602,144	529,822	623,831	600,549	665,981	6.76%
Capital Outlay	9,675	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	418,198	-	287,890	-31.16%
<b>Total Uses</b>	<b>\$ 6,304,067</b>	<b>\$ 6,325,773</b>	<b>\$ 7,305,231</b>	<b>\$ 6,808,630</b>	<b>\$ 7,233,659</b>	<b>-0.98%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	147,440	87,280	287,652	287,652	287,652	0.00%
Transfers Out	(147,440)	(87,280)	(366,263)	(366,263)	(287,652)	-21.46%
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (78,611)</b>	<b>\$ (78,611)</b>	<b>\$ -</b>	<b>-100.00%</b>
Other Restricted	\$ 922,636	\$ 864,727	\$ -	\$ 572,598	\$ -	N/A